

**Chapter 05: Finance and Management Policy (FMP) Records****Fiscal Services - General****A-05-001-01 Policy and Procedure Files**

**Description:** Policy and Procedural Files documenting the development and implementation of policies and procedures concerning Department's fiscal the operations.

**Disposition:** Permanent. Block file annually. Retire to RSC when 3 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** NN-170-72, item 1a

**A-05-001-02a Records Held for General Accounting Office Audit**

**Description:** a. Monthly Accounts including all related vouchers, schedules and supporting documents.

**Disposition:** Retire to RSC after 3 fiscal years. Destroy after GAO audit or when 6 years and 3 months old, which ever is sooner.

**DispAuthNo:** GRS 6, item 1a

**A-05-001-02b Records Held for General Accounting Office Audit**

**Description:** b. Executed contracts and leases.

**Disposition:** Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 6, item 1a

**A-05-001-03 Fiscal Irregularities Files**

**Description:** Reports of investigation, correspondence and related background data.

**Disposition:** Destroy 10 years after date of last action.

**DispAuthNo:** NN-170-72, item 3

**A-05-001-04 Emergency Action Plan (EAP)**

**Description:** Files concerning fiscal matters incident to the closing of posts due to emergency situations.

**Disposition:** Destroy 4 years after closing of post.

**DispAuthNo:** NN-170-72, item 4

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**A-05-001-05      GAO Audit Report**

**Description:** File consisting of audit reports and related correspondence.

**Disposition:** Retire to RSC when 3 years old. Destroy when 6 years and 3 months old.

**DispAuthNo:** GRS 6, item 1a

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**A-05-001-06      Internal Audit Reports**

**Description:** File consisting of reports and related correspondence concerning departmental and post internal audits.

**Disposition:** Retire to RSC when 3 years old. Destroy when 6 years and 3 months old.

**DispAuthNo:** GRS 6, item 1a

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**A-05-001-07      Foreign Service Inspection Reports**

**Description:**

**Disposition:** Destroy when superseded by a more current report

**DispAuthNo:** NN-170-72,item 7

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**A-05-001-08a      Emergency Reserve Fund Files**

**Description:** a. Accounts, including certification of balance on hand, correspondence and control sheets.

**Disposition:** Destroy 7 years after cancellation of delegation.

**DispAuthNo:** NN-170-72, item 8a

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**A-05-001-08b      Emergency Reserve Fund**

**Description:** b. Annual reports and related correspondence.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 8b

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**A-05-001-09      General Subject Files of the Office of the Comptroller (Assistant Secretary)**

**Description:** These records document the activities of the Comptroller (Assistant Secretary) in directing and supervising a variety of budgetary and administrative activities including travel advances, financial management systems, vouchers, internal control, financial plans, retirement claims, and other administrative support functions.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** N1-59-86-3

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**A-05-001-10 Bureau Representation Accountings (K Fund)**

**Description:** Funds appropriated from the Emergencies in the Diplomatic and Consular Services appropriation given to the Department's bureaus for entertainment purposes. Records consist of representation accountings, backup material and receipts attached.

**Disposition:** Retire when 3 years old. Destroy after GAO audit or 6 years and 3 months after close of the fiscal year in which the account is closed, whichever is sooner.

**DispAuthNo:** GRS 6, item 1a

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**General Ledger****A-05-002-01 General Ledger Cards**

**Description:** These are General Accounts Ledgers, showing debit and credit entries, and reflecting expenditures in summary.

**Disposition:** Destroy 10 years after close of fiscal year involved.

**DispAuthNo:** NN-170-72, item 9

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**A-05-002-02 Records used as posting media to the general ledger including:**

**Description:** Appropriation Status Report (SF-1221 Summary Tab run), Appropriation Transfer (SF-1151), Appropriation Warrants (SF-523) and Journal Vouchers based on various source documents.

**Disposition:** Destroy after 4 fiscal years.

**DispAuthNo:** NN-170-72, item 10

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**A-05-002-03 Statement of Transactions (SF-1221)**

**Description:** Accounting copy received from Foreign Service posts.

**Disposition:** Destroy after 2 fiscal years.

**DispAuthNo:** NN-170-72, item 11

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**A-05-002-04 Treasury Department Undisbursed Ledger Accounts**

**Description:**

**Disposition:** Destroy after 4 fiscal years.

**DispAuthNo:** NN-170-72, item 12

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**Fiscal Reports****A-05-003-01      Report of Status of Appropriation Accounts (SF-133)****Description:****Disposition:** Destroy 5 years after close of fiscal year involved. Retire to RSC after 3 years.**DispAuthNo:** NN-170-72, item 13

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**A-05-003-02      Apportionment Schedule (SF-132)****Description:****Disposition:** Destroy after 2 fiscal years.**DispAuthNo:** NN-170-72, item 14

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**A-05-003-03      Statement of Unexpended Balances of Appropriations and Funds (Treasury Form No. BA-2108) referred to as the 1311 report.****Description:****Disposition:** Destroy after 5 fiscal years.**DispAuthNo:** NN-170-72, item 15

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**A-05-003-04      Report of obligations (SF-225)****Description:****Disposition:** Destroy all reports except September 30 report at end of current fiscal year.  
Destroy September 30 report 1 fiscal year after close of current fiscal year.**DispAuthNo:** NN-170-72, item 16

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**A-05-003-05      Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-003-06      Report of Selected Trial Balances for Stating Budget Results on the Accrual Basis (TD BA-6727)****Description:****Disposition:** Destroy after 3 fiscal years.**DispAuthNo:** NN-170-72, item 18

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**A-05-003-07      Reports on Field Allotments including:**

**Description:** Net Disbursements and Collected Reimbursements Reports (FS-478), Monthly Fund Status Report (DS-1489), Report of Obligations and Expenditures (RFC-60) and related correspondence.

**Disposition:** Destroy all reports except September 30 report at end of current fiscal year.  
Destroy September 30 report 2 years after close of current fiscal year.

**DispAuthNo:** NN-170-72, item 19

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**A-05-003-08      Report of Intransit Disbursements**

**Description:**

**Disposition:** Destroy all reports except for September 30 report at end of current fiscal year.  
Destroy September 30 report 1 fiscal year after close of current fiscal year.

**DispAuthNo:** NN-170-72, item 20

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**A-05-003-09      OEO Reports with related correspondence and instructions**

**Description:**

**Disposition:** Destroy after 1 fiscal year.

**DispAuthNo:** NN-170-72, item 21

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**A-05-003-10      Special and One Time Reports such as Special Report on "M" Accounts, Cashier's Study, etc.**

**Description:**

**Disposition:** Destroy after 1 fiscal year.

**DispAuthNo:** NN-170-72, item 22

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**A-05-003-11      All other fiscal reports concerned with General Accounting, not otherwise provided for in the schedule including:**

**Description:** Asset Report (SF-220), Analysis of Appropriations and related correspondence, instructions and working papers.

**Disposition:** Destroy after 3 fiscal years.

**DispAuthNo:** NN-170-72, item 23

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**Revenue and Receipts**

**A-05-004-01a**     **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence regarding services furnished organizations within the Department & to U.S. Gov't agencies on a reimbursable basis**

**Description:**     a. Management Fund, Proceeds of Sale Fund, Special Billing cases and related correspondence and documents.

**Disposition:**     Destroy after 3 fiscal years.

**DispAuthNo:**     NN-170-72, item 24a

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**A-05-004-01b**     **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence regarding services furnished organizations within the Department & to U.S. Gov't agencies on a reimbursable basis**

**Description:**     b. Billed reimbursements consisting of correspondence SF-1081 transmittals with accompanying DS-1605, Reimbursement Agreement.

**Disposition:**     Destroy after 3 fiscal years.

**DispAuthNo:**     NN-170-72, item 24b

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**A-05-004-01c**     **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence regarding services furnished organizations within the Department & to U.S. Gov't agencies on a reimbursable basis**

**Description:**     c. Miscellaneous Reimbursement Agreements consisting of ledger cards and related correspondence.

**Disposition:**     Destroy after 3 fiscal years.

**DispAuthNo:**     NN-170-72, item 24c

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**A-05-004-01d**     **Reimbursement Accounts consisting of agreements, record of remittance, vouchers, register of interoffice transfers and related correspondence regarding furnished organizations within the Department & to U.S. Gov't agencies on a reimbursable basis**

**Description:**     d. FBO Accounts relating to Real Property sales, transfer and receipt; reports on status of account and related correspondence.

**Disposition:**     Destroy after 3 fiscal years.

**DispAuthNo:**     NN-170-72, item 24d

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**U.S. Department of State Records Disposition Schedule**

October 1, 2000

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**A-05-004-02      Billing Register and Ledger Card (DS-1024)**

**Description:** Used as posting and control media for billings and collections and other reimbursement accounting data, including: FS-478 reconciliation, Washington, Field and Miscellaneous collections.

**Disposition:** Destroy 3 fiscal years after close of fiscal year in which paid.

**DispAuthNo:** NN-170-72, item 25

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**A-05-004-03      Accounts consisting of diplomatic notes, record of remittance, drafts, statements, vouchers and related correspondence collected services furnished by foreign governments and U.S. Government agencies**

**Description:**

**Disposition:** Destroy 3 fiscal years after close of fiscal year in which paid.

**DispAuthNo:** NN-170-72, item 26

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**A-05-004-04      Protective Power Accounts including CA accounts, Army and USIA bills for services under this account, with related ledger cards, vouchers and correspondence**

**Description:**

**Disposition:** Destroy 5 years after close of fiscal year in which paid.

**DispAuthNo:** NN-170-72, item 27

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**A-05-004-05      Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A-05-004-06      Cablegram Accounts**

**Description:** Consists of IP message billing letters, copies of telegrams and related correspondence regarding expenses incurred in the transmission of telegrams and sent on behalf of individuals and firms in Washington and at overseas posts.

**Disposition:** Destroy 3 years after close of fiscal year in which paid, written off books or reported to GAO for collection.

**DispAuthNo:** NN-170-72, item 29

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**A-05-004-07 Post Correspondence File and related forms regarding billings and collections for reimbursement services****Description:****Disposition:** Destroy 3 years after close of fiscal year in which billings are paid.**DispAuthNo:** NN-170-72, item 30

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**A-05-004-08a Repatriation Loan Case Files****Description:** Consists of applications for financial assistance, promissory notes, emergency loan records, statements of funds due, memoranda of loan status, record of remittance, vouchers, power of attorney, requests for recovery of debts due the United States, investigation reports and related correspondence.

a. Repatriation Loan Record Card (DS-266a) and card index showing amount of loan granted.

**Disposition:** Destroy 10 years after accounts are closed.**DispAuthNo:** NN-170-72, item 31a

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**A-05-004-08b Repatriation Loan Case Files****Description:** Consists of applications for financial assistance, promissory notes, emergency loan records, statements of funds due, memoranda of loan status, record of remittance, vouchers, power of attorney, requests for recovery of debts due the United States, investigation reports and related correspondence.

b. All files of supporting documents on closed accounts including records related to set-off against Foreign Claims Settlement Commission awards; Congressional correspondence re individual accounts.

**Disposition:** Destroy 3 years after final payment and/or refund of unused balance.**DispAuthNo:** NN-170-72, item 31b

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**A-05-004-09a Individual Trust Fund Accounts****Description:** a. Card record.**Disposition:** Destroy 10 years after account is closed.**DispAuthNo:** NN-170-72, item 32a

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**A-05-004-09b Individual Trust Fund Accounts****Description:** b. Vouchers, correspondence and other supporting documents.**Disposition:** Destroy 3 years after payment of claim by Treasury.**DispAuthNo:** NN-170-72, item 32b

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**A-05-004-10a      Deposit Fund Accounts**

**Description:** Includes medical deposits and proceeds from sales and disbursements of funds on behalf of individuals, organizations, foreign governments and U.S. Government agencies having foreign interests, consisting of depositor's cards, original vouchers with supporting papers paid in the field, record of remittance with related correspondence.

a. Depositor's Card (Form DS-734) together with related ledgers, journals and card index showing receipt and payments.

**Disposition:** Destroy 10 years after accounts are closed.

**DispAuthNo:** NN-166-4, item 8a

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**A-05-004-10b      Deposit Fund Accounts**

**Description:** Includes medical deposits and proceeds from sales and disbursements of funds on behalf of individuals, organizations, foreign governments and U.S. Government agencies having foreign interests, consisting of depositor's cards, original vouchers with supporting papers paid in the field, record of remittance with related correspondence.

b. Vouchers with supporting documents and related correspondence on closed accounts.

**Disposition:** Destroy 3 years after final payment and/or refund of unused balance.

**DispAuthNo:** NN-166-4, item 8b

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**Financial Policy and Management Controls Staff****A-05-005-01a Federal Manager's Financial Integrity Act Report (FMFIA)**

**Description:** An annual statement from the Secretary of State. Contains letter to the President and the Congress providing assurance regarding the adequacy of internal management controls and conformance of financial systems with government-wide standards; a progress report on high risk areas; a description of material weaknesses in management controls and major milestones for corrective action; and a description of material non-conformance in financial systems and major milestones for action.

a. Official Files.

**Disposition:** Permanent. Transfer to RSC when there is a full box for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-99-11, item 1a

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**A-05-005-01b Federal Manager's Financial Integrity Act Report (FMFIA)**

**Description:** An annual statement from the Secretary of State. Contains letter to the President and the Congress providing assurance regarding the adequacy of internal management controls and conformance of financial systems with government-wide standards; a progress report on high risk areas; a description of material weaknesses in management controls and major milestones for corrective action; and a description of material non-conformance in financial systems and major milestones for action.

b. All other copies, electronic and paper.

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-59-99-11, item 1b

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**A-05-005-02a Secretary's Semi-Annual Report to Congress**

**Description:** Consists of response to Congress on the status of audit recommendations more than one year old.

a. Official Files.

**Disposition:** Permanent. Transfer to RSC when there is a full box for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-99-11, item 2a

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**A-05-005-02b Secretary's Semi-Annual Report to Congress**

**Description:** Consists of response to Congress on the status of audit recommendations more than one year old.

b. All other copies, electronic or paper.

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-59-99-11, item 2b

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**A-05-005-03a Accountability Report**

**Description:** Consists of the annual consolidated accountability report.

a. Official Files.

**Disposition:** Permanent. Transfer to the RSC when there is a full box for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-99-11, item 3a

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**A-05-005-03b Accountability Report**

**Description:** Consists of the annual consolidated accountability report.

b. All other copies, electronic or paper.

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-59-99-11, item 3b

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**A-05-005-04a Subject (Program) Files**

**Description:** Reports, drafts, memorandums, telegrams, e-mail, and other documentation on the preparation of reports, general financial policy and management control, the foreign affairs agency consolidation, regulations, exceptions to regulations and related matters.

a. Official Files.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** N1-59-99-1, item 4a

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**A-05-005-04b      Subject (Program) Files**

**Description:**      Reports, drafts, memorandums, telegrams, e-mail, and other documentation on the preparation of reports, general financial policy and management control, the foreign affairs agency consolidation, regulations, exceptions to regulations and related matters.

b. Electronic versions of records created by electronic mail and word processing applications.

**Disposition:**      Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:**      N1-59-99-11, item 4b

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**Accountable Officers****A-05-006-01a Accountable Officers Correspondence Files**

**Description:** a. Post files regarding designation of disbursing and certifying officers and agent cashiers.

**Disposition:** Destroy 2 years after cancellation of designation.

**DispAuthNo:** NC1-59-80-14, item 1a

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**A-05-006-01b Accountable Officers Correspondence Files**

**Description:** b. Treasury Department correspondence regarding cancellation of designations.

**Disposition:** Destroy 2 years after cancellation of designation.

**DispAuthNo:** NC1-59-80-14, item 1b

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**A-05-006-02 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A-05-006-03 Signature Card File (DS-1088a)**

**Description:**

**Disposition:** Destroy upon separation of employee.

**DispAuthNo:** NC1-59-80-14, item 2

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**A-05-006-04a Personnel Surety Bond Files**

**Description:** a. Official copies of the bond and attached powers of attorney.

**Disposition:** Destroy 15 years after the end of the bond premium period.

**DispAuthNo:** GRS 6, item 6a(2)

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**A-05-006-04b Personnel Surety Bond Files**

**Description:** b. Other bond files, including copies of bonds and related papers.

**Disposition:** Destroy when bond becomes inactive or after the end of the bond premium period.

**DispAuthNo:** GRS 6, item 6b

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**U.S. Department of State Records Disposition Schedule**

October 1, 2000

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**A-05-006-05      Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-006-06      Official List of Authorized Certifying Officers with facsimile signatures****Description:****Disposition:**      Destroy when replaced by a new list except for one copy which is kept for one year and then destroyed.**DispAuthNo:**      NC1-59-80-14, item 4

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**A-05-006-07      Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-006-08      Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-006-09      Check Signing Machine Files****Description:****Disposition:**      Destroy after use of machine is discontinued.**DispAuthNo:**      NC1-59-80-14, item 5

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**A-05-006-10      Check Order File****Description:****Disposition:**      Destroy when 3 years old.**DispAuthNo:**      NC1-59-80-14, item 6

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**Allotment Accounting****A-05-007-01 Allotment Accounting Records**

**Description:** Advice of Allotments, obligation documents, post liquidating documents and related correspondence and documents subsidiary to the machine produced Funds Status Report (item 050712).

**Disposition:** Destroy 3 years after fiscal year for which related appropriations are available for obligation, except for unliquidated obligations transferred into "M" Account.

**DispAuthNo:** NN-170-72, item 49

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**A-05-007-02 Allotment Accounting Records**

**Description:** Pertaining to continuing "X" or "No Year" appropriations and unliquidated obligations that have been transferred to appropriate successor (M) appropriations.

**Disposition:** Destroy 4 years after liquidations.

**DispAuthNo:** NN-170-72, item 50

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**A-05-007-03 International Travel Exception List**

**Description:**

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 51

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**A-05-007-04 International Travel Authorization Registers**

**Description:**

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 52

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**A-05-007-05 International Travel File**

**Description:** Includes copies of authorization, all liquidation documents, and related documents and reports.

**Disposition:** Retire to Washington National Records Center after 3 fiscal years except where a regular audit has not been completed or an exception has been taken and not settled. Destroy after 10 years.

**DispAuthNo:** NN-173-139, item 1

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**A-05-007-06a Weekly Allotment Register**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months.

**DispAuthNo:** NN-170-72, item 54a

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**A-05-007-06b Weekly Allotment Register**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 month.

**DispAuthNo:** NN-170-72, item 54b

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**A-05-007-07a Fund Status Report**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy preliminary monthly when replaced by final monthly; destroy final monthly after 1 year except for September 30 report. Destroy September 30 report after 10 years.

**DispAuthNo:** NN-170-72, item 55a

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**A-05-007-07b Fund Status Report**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy preliminary monthly when replaced by final monthly; destroy final monthly upon receipt of next preliminary monthly except for September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 55b

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**A-05-007-08a      Status of Obligations**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy 1 month after receipt of current month's report except for September 30 report. Destroy September 30 report after 10 years.

**DispAuthNo:** NN-170-72, item 56b

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**A-05-007-08b      Status of Obligations**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy 1 month after receipt of current month's report.

**DispAuthNo:** NN-170-72, item 56b

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**A-05-007-09      Final Schedule Register**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 57

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**A-05-007-10      Schedule Register by Appropriation**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 58

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**A-05-007-11a Allottee Funds Status, domestic and worldwide**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 4 months except September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 59a

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**A-05-007-11b Allottee Funds Status, domestic and worldwide**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 59b

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**A-05-007-12 Appropriation Allotment Status**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy preliminary report upon receipt of final, destroy final after 1 year except for September 30 report. Destroy September 30 report after 5 years.

**DispAuthNo:** NN-170-72, item 60

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**A-05-007-13 Organization Report**

**Description:** This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 61

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**A-05-007-14      Appropriation Object Class**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 62

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**A-05-007-15a      Management Report**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 63a

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**A-05-007-15b      Management Report**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 63b

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**A-05-007-16a      American Salaries, detailed and summary**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy 2 months after superseded by a more current report.

**DispAuthNo:** NN-170-72, item 64a

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-007-16b American Salaries, detailed and summary**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy when superseded by a more current report.

**DispAuthNo:** NN-170-72, item 65a

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**A-05-007-17a Payroll Advice of Charge**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 65a

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**A-05-007-17b Payroll Advice of Charge**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 65b

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**A-05-007-18 DS-1490, Bureau and Office Expenditure Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 66

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**A-05-007-19      DS-1490, Bureau and Office Program and Shared Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 67

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**A-05-007-20      DS-1490, FBP Functional Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 68

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**A-05-007-21      DS-1490, Appropriation Expenditure Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 69

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**A-05-007-22      Final 478 Register**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 70

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**A-05-007-23      1221 A&B Report**

**Description:** This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 71

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**A-05-007-24      1221 Foreign Currency Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy when superseded by a more current report except for September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 72

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**A-05-007-25      1221 Quarterly Report by post**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 73

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**A-05-007-26      1221 Quarterly Report by Appropriation**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 74

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**A-05-007-27      1221 Quarterly Deduction Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 months except for September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 75

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**A-05-007-28      FBO Liquidation Report**

**Description:** This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 3 years.

**DispAuthNo:** NN-170-72, item 76

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**A-05-007-29a      Inter-Office Reconciliation Report (IOR Report)**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 77a

---

**A-05-007-29b      Inter-Office Reconciliation Report (IOR Report)**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 month except September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 77b

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**A-05-007-30 1221-478 Report**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 78

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**A-05-007-31 Final 1221- Registers**

**Description:** This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 79

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**A-05-007-32a IOR - Detail**

**Description:** a. Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year except September 30 report. Destroy September 30 report after 3 years.

**DispAuthNo:** NN-170-72, item 80a

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**A-05-007-32b IOR - Detail**

**Description:** b. Accounts Analyst copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 month except September 30 report. Destroy September 30 report after 1 year.

**DispAuthNo:** NN-170-72, item 80b

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**A-05-007-33      Appropriation Status**

**Description:** Master File copy. This item pertains to the master file of machine produced reports and the working copies of these reports maintained by accounts analysts. All copies of these reports maintained elsewhere will be authorized for disposition by schedules applicable to their records.

**Disposition:** Destroy after 1 year except September 30 report. Destroy September 30 report after 5 years.

**DispAuthNo:** NN-170-72, item 81

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**A-05-007-34      General Ledger Reconciliation Files**

**Description:** Statement of Transactions (SF-224) and Unappropriated Trial Balance (Treasury Form BS-6654, 6655).

**Disposition:** Destroy after 4 fiscal years.

**DispAuthNo:** NN-170-72, item 33

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**A-05-007-35      Receipt for Post Accounts**

**Description:**

**Disposition:** Destroy after 1 fiscal year.

**DispAuthNo:** NN-170-72, item 37

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**Transportation Voucher Examination****A-05-008-01 Freight and Passenger Transportation Correspondence Files****Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** GRS 9, item 4a

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**A-05-008-02 Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-008-03 Memorandum Copies of Government Travel Requests (GTR's)****Description:****Disposition:** Destroy when 6 years old.**DispAuthNo:** GRS 9, item 3a

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**A-05-008-04 Storage Files****Description:** Consists of vouchers, related documents and correspondence, including Tab Runs on Permanent Storage.**Disposition:** Destroy when 2 years old.**DispAuthNo:** GRS 9, item 4a

---

**A-05-008-05 Monthly GTR Report****Description:** Consists of a machine printout of GTR's and GBL's.**Disposition:** Destroy when superseded by more current report except September 30 report.  
Destroy September 30 report after 4 years.**DispAuthNo:** NN-170-72, item 86

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**A-05-008-06 Bills of Lading and Airway Bills with related documents and correspondence****Description:****Disposition:** Destroy 6 years after the period of the account.**DispAuthNo:** GRS 9, item 1a

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***Chapter 05: Finance and Management Policy (FMP) Records***

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**A-05-008-07      Ocean Freight Files**

**Description:**      Consists of Commercial Bills of Lading, invoice billing instructions, vouchers, etc.

**Disposition:**      Destroy 6 years after the period of the account.

**DispAuthNo:**      GRS 9, item 1a

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**Chapter 05: Finance and Management Policy (FMP) Records****Travel Voucher Examination****A-05-009-01**      **FS-477, Liquidation Transfer Journal Voucher****Description:****Disposition:**      Destroy when 3 years old.**DispAuthNo:**      GRS 7, item 4a**A-05-009-02**      **Washington Documents****Description:**      DS-1621, Liquidation Code Sheet; DS-1518, Transaction Coding Transcript, Record of Remittance (Travel Advance); SF-1047, Voucher for Refunds; DS-1518, Correction Notices, and related documents and correspondence.**Disposition:**      Destroy after 4 years.**DispAuthNo:**      NN-170-72, item 90**A-05-009-03**      **Post correspondence regarding outstanding travel advances****Description:****Disposition:**      Destroy when 1 year old.**DispAuthNo:**      NN-170-72, item 91**A-05-009-04a**      **Automated Reports****Description:**      a. Status of obligations.**Disposition:**      Destroy 6 years and 3 months after the close of the fiscal year involved.**DispAuthNo:**      GRS 7, item 3**A-05-009-04b**      **Automated Reports****Description:**      b. Travel Advance-Closed Accounts.**Disposition:**      Destroy after 1 year.**DispAuthNo:**      NN-170-72, item 92b**A-05-009-04c**      **Automated Reports****Description:**      c. FS-478 Register.**Disposition:**      Destroy after 1 year.**DispAuthNo:**      NN-170-72, item 92c

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**A-05-009-04d      Automated Reports****Description:** d. IOR Reports.**Disposition:** Destroy after 1 year.**DispAuthNo:** NN-170-72, item 92d

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**A-05-009-04e      Automated Reports****Description:** e. Travel Advance Status Report.**Disposition:** Destroy after 1 year.**DispAuthNo:** NN-170-72, item 92e

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**A-05-009-04f      Automated Reports****Description:** f. Outstanding Travel Advance List.**Disposition:** Destroy after 3 months.**DispAuthNo:** NN-170-72, item 92f

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**A-05-009-04g      Automated Reports****Description:** g. Weekly Allotment Ledger Report.**Disposition:** Destroy after 1 year.**DispAuthNo:** NN-170-72, item 92g

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**A-05-009-04h      Automated Reports****Description:** h. List of Outstanding Advances with related DS-941 or machine billing letter.**Disposition:** Destroy after 1 year.**DispAuthNo:** NN-170-72, item 92h

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**A-05-009-05      Travel Voucher Record Card (DS-387)****Description:****Disposition:** Destroy when 6 years old.**DispAuthNo:** GRS 9, item 3a

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Miscellaneous Voucher Examination****A-05-010-01 Purchase Order File-Paid**

**Description:** Consists of DS-1089, Purchase Order, and related documents, including certificate of receipt.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 3, item 3a

---

**A-05-010-02 Grantee Fiscal File, including SF-1166a and related documents**

**Description:**

**Disposition:** Destroy 6 years and months after final payment.

**DispAuthNo:** GRS 6, item 1a

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**A-05-010-03 I.M.P.A.C. Credit Card Account Files**

**Description:** Signed originals of Monthly Credit Card Statement and related documentation.

**Disposition:** Destroy 6 years and 3 months after period covered by account.

**DispAuthNo:** N1-59-96-29, item 1

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**A-05-010-04 "1099" File**

**Description:** Consists of memorandum, copies of SF-1034a, Voucher for Purchase of Services other than Personnel concerning payments for personal services.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** GRS 6, item 1b

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**A-05-010-05 Vendor File**

**Description:** Consists of OF-254 replaces DS-1486, Voucher or Sub-voucher for Medical Services, and SF-1080, Voucher for Transfers between Appropriations and/or Funds.

**Disposition:** Destroy 6 years and 3 months after final payment.

**DispAuthNo:** GRS 6, item 1a

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**A-05-010-06 GPO Requisitions**

**Description:**

**Disposition:** Destroy 3 years after final payment.

**DispAuthNo:** GRS 3, item 3a(2)

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**A-05-010-07      Imprest Fund Cashiers File**

**Description:** Consists of delegation of authority, cashier audit statement, SF-1129 Reimbursement Voucher, notification of designation and related correspondence.

**Disposition:** Destroy 2 years after cancellation of designation.

**DispAuthNo:** NN-170-72, item 100

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**A-05-010-08      Student Fiscal File**

**Description:** Includes DS-1276, Authority to Cover Expenses of Student on FSI Training Assignment, and related documents concerning tuition payments and other expenditures incurred while attending college courses.

**Disposition:** Destroy 4 years after final payment is made.

**DispAuthNo:** NN-170-72, item 101

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**Suspension and Claims****A-05-011-01      Direct Settlement Case Files**

**Description:** Consisting of vouchers, administrative reports on claims, certificates of settlement and related correspondence. This file documents all claims against the Department for direct settlement by the General Accounting Office.

**Disposition:** Destroy 2 years after date of settlement.

**DispAuthNo:** GRS 6, item 3a

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**A-05-011-02      Direct Settlement Control Card**

**Description:**

**Disposition:** Destroy 2 years after date of settlement.

**DispAuthNo:** GRS 6, item 3a

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**A-05-011-03      Notices of Exception made by GAO regarding claims submitted and/or paid by Disbursing and Certifying Officers**

**Description:**

**Disposition:** Destroy 1 year after exception has been reported as cleared by GAO.

**DispAuthNo:** GRS 6, item 2

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Agent Cashier**

**A-05-012-01**      **SF-219, Certificate of Deposit, with supporting DS-408, Record of Remittance.**

**Description:**

**Disposition:**      Destroy when 3 years old.

**DispAuthNo:**      GRS 6, item 4

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**A-05-012-02a**      **DS-408, Record of Remittance**

**Description:**      a. Alphabetical file copy.

**Disposition:**      Destroy when 3 years old.

**DispAuthNo:**      GRS 6, item 4

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**A-05-012-02b**      **DS-408, Record of Remittance**

**Description:**      b. Record of Remittance Number File copy.

**Disposition:**      Destroy when 3 years old.

**DispAuthNo:**      GRS 6, item 4

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**A-05-012-02c**      **DS-408, Record of Remittance**

**Description:**      c. All other copies.

**Disposition:**      Destroy after 1 year.

**DispAuthNo:**      NN-170-72, item 106c

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**A-05-012-03**      **DS-181A, Request for Mailing of Salary Checks**

**Description:**

**Disposition:**      Destroy after 1 year.

**DispAuthNo:**      NN-170-72, item 107

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**A-05-012-04**      **Comprehensive Payroll Name List**

**Description:**

**Disposition:**      Destroy after 1 month.

**DispAuthNo:**      NN-170-72, item 108

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**A-05-012-05      Reimbursement File**

**Description:** Consists of copies of Reimbursement Vouchers (SF-1129A), and attached Travel Advance Application (OF-261 replaces DS-1623), Voucher and Account; Claim for Reimbursement for Expenses on Official Business (SF-1164).

**Disposition:** Destroy after 1 year.

**DispAuthNo:** NN-170-72, item 109

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**A-05-012-06      DS-408, Record of Remittance**

**Description:** Includes related correspondence and backup material prepared by and received from other Departmental offices, e.g., VO, PPT.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** GRS 6, item 4

---

**A-05-012-07      Posted Schedules**

**Description:** Disbursement and Bond Schedule (SF-1166a), Journal Vouchers (SF-1081), Miscellaneous Schedule and Debit Voucher (SF-1183), Liquidation Transfer Voucher, and Certificate of Deposit (SF-219).

**Disposition:** Destroy after 4 fiscal years.

**DispAuthNo:** NN-170-72, item 34

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**A-05-012-08      Post Correspondence Files**

**Description:** Material developed as a result of the review of Post Accounting Reports.

**Disposition:** Destroy after 4 fiscal years.

**DispAuthNo:** NN-170-72, item 36

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Payroll and Retirement****A-05-013-01a Employee Fiscal Folders**

**Description:** a. American Employees. Consists of individual files for each Civil Service and Foreign Service employee including: Notification of Personnel Action, Payroll Change Slips; records relating to Life Insurance Designation, Savings Bonds; Power of Attorney; supporting documents used in preparation and processing of payrolls and other payroll functions.

NOTE: Official Personnel Folders contain documentation supporting gross salary authorization.

**Disposition:** Destroy 3 years after separation or termination of employee.

**DispAuthNo:** NN-173-226, item 1

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**A-05-013-01b Employee Fiscal Folders**

**Description:** b. Local Employees. Includes copies of Individual Pay Record for Local Employee, Notification of Arrivals and Departures, SF-50 replaces DS-1032 or, Notification of Personnel Action, Status of Leave Report, Allotment of Pay, Leave Summary Report and related correspondence, Operational Memorandum and telegrams.

Note: Forward leave records to post at time of separation or transfer.

**Disposition:** Destroy 3 years after separation or transfer of employee.

**DispAuthNo:** NN-173-127, item 1

---

**A-05-013-02 Disbursement Vouchers**

**Description:** Disbursement records and supporting documents, both systems generated and manual.

**Disposition:** Retire when 3 years old. Destroy after GAO audit or when 6 years and 3 months old, whichever is sooner.

**DispAuthNo:** GRS 6, item 1a

---

**A-05-013-03 Federal Levy and Garnishment Records**

**Description:** Official notice of levy or garnishment (IRS Form 668a or equivalent), change slips, work papers, and other records related to attachment of salary for payment of back income taxes or other debts employees.

**Disposition:** Destroy 3 years after garnishment is terminated.

**DispAuthNo:** GRS 2, item 18

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-013-04      System Reports**

**Description:** Cashier, net pay allotment, retirement, TSP, Regular and Special reports.

**Disposition:** Destroy after GAO audit or when 3 years, whichever is sooner.

**DispAuthNo:** GRS 2, item 22c

---

**A-05-013-05      Manual Reports**

**Description:** SF-224, Federal and State Tax Withholding, and Disbursement reconciliation Reports.

**Disposition:** Destroy when 4 years old.

**DispAuthNo:** GRS 2, item 13c

---

**A-05-013-06a      Waiver of Claims Files arising out of erroneous payment of salary, pay allowances, travel expenses, or relocation expenses**

**Description:** a. Approved.

**Disposition:** Retire when 3 years old. Destroy 6 years and 3 months after the close of the fiscal year in which the waiver was approved.

**DispAuthNo:** GRS 6, item 11a

---

**A-05-013-06b      Waiver of Claims Files arising out of erroneous payment of salary, pay allowances, travel expenses, or relocation expenses**

**Description:** b. Denied.

**Disposition:** Retire when 3 years old. Destroy 6 years and 3 months after close of fiscal year in which waiver was denied.

**DispAuthNo:** GRS 6, item 11b

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**A-05-013-07      Time and Attendance Input Records**

**Description:** Time and attendance input records in either paper or electronic form maintained by the agency payroll processing office.

**Disposition:** Retire when 3 years old. Destroy after GAO audit or when 6 years old, whichever is sooner.

**DispAuthNo:** GRS 2, item 8

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**A-05-013-08      Comprehensive Status of Leave Report (WFC)**

**Description:**

**Disposition:** Destroy when 3 years old or 2 years after audit, whichever occurs first.

**DispAuthNo:** NN-173-127, item 6

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<b>A-05-013-09a</b>	<b>Combined Federal Campaign and Other Allotment Authorizations</b>
<b>Description:</b>	a. Authorization for individual allotment to the Combined Federal Campaign.
<b>Disposition:</b>	Destroy after GAO audit or when 3 years old, whichever is sooner.
<b>DispAuthNo:</b>	GRS 2, item 15a
<b>A-05-013-09b</b>	<b>Combined Federal Campaign and Other Allotment Authorizations</b>
<b>Description:</b>	b. Other authorizations, such as union dues and savings.
<b>Disposition:</b>	Destroy after GAO audit or when 3 years old, whichever is sooner.
<b>DispAuthNo:</b>	GRS 2, item 15b
<b>A-05-013-10</b>	<b>Individual Retirement Record - Civil Service Retirement System (SF-2806)</b>
<b>Description:</b>	
<b>Disposition:</b>	Send to Office of Personnel Management in accordance with FPM supplement, 831-1, Subchapter 522-3. Destroy photocopy when 3 years old.
<b>DispAuthNo:</b>	GRS 2, item 21
<b>A-05-013-11</b>	<b>Foreign Service Retirement and Disability System - Participant Record (DS-765)</b>
<b>Description:</b>	
<b>Disposition:</b>	Retain.
<b>DispAuthNo:</b>	NN-170-72, item 123
<b>A-05-013-12</b>	<b>Reconciliation Records - Civil Service Retirement System (Domestic)</b>
<b>Description:</b>	Includes machine listings of CSR active accounts, work sheets, SF-2812, Report of Health, Group Life and CSR deductions, reconciliation of CSR, Register of Payroll Deductions and contributions for contract personnel.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	GRS 2, item 21a
<b>A-05-013-13</b>	<b>Reconciliation Records - Civil Service Retirement System (Overseas) and Foreign Service Retirement Fund</b>
<b>Description:</b>	Reconciliation of Payroll Deductions and related work papers.
<b>Disposition:</b>	Destroy when 3 years old.
<b>DispAuthNo:</b>	GRS 2, item 21a

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**A-05-013-14 Civil Service Registers of Separation and Transfers (SF-2807)****Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** GRS 2, item 21a

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**A-05-013-15 Retirement Information Card****Description:****Disposition:** Retain.**DispAuthNo:** NN-170-72, item 128

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**A-05-013-16 Foreign Service Retired Officer Roll****Description:** Copies of schedules, machine reports, and related correspondence.**Disposition:** Destroy after GAO audit or when 3 years old, whichever is earlier.**DispAuthNo:** GRS 2, item 13b

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**A-05-013-17a Pay History consisting of year-end earnings and leave records****Description:** a. Electronic Database.**Disposition:** Update elements and/or entire record as required.**DispAuthNo:** GRS 2, item 1a

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**A-05-013-17b Pay History consisting of year-end earnings and leave records****Description:** b. Microfiche.**Disposition:** Transfer to the National Personnel Records Center (NPRC), St. Louis. Destroy when 56 years old.)**DispAuthNo:** GRS 2, item 1b

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Working Capital Fund****A-05-014-01 Working Capital Fund General Ledger****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 133

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**A-05-014-02 Working Capital Fund Subsidiary Ledger****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 134

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**A-05-014-03 Paid Schedules****Description:** Includes SF-1166a, Voucher and Schedule for Payment; Payroll Listing; DS-1491, Inter Office Document Transfer Receipt; FS-455, Purchase Order; FS- 477, Liquidation Transfer Journal Voucher; DS-1621, Liquidation Code Sheet.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 135

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**A-05-014-04 Accounts Receivable Paid****Description:** Includes SF-1081, Voucher and Schedule of Withdrawals and Credits; DS-408, Record of Remittance; OF-263 replaces DS-1659, Requisition for Equipment, Supplies, Furniture, Furnishing or Services; DS-1598, Telephone Service Voucher; DS- 1089, Purchase Order; SF-1048, Public Voucher for Refunds.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 136

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**A-05-014-05 Journal Vouchers for General Ledger****Description:** Includes Payroll Listing and Journal Voucher; SF-22, Receiving and Inspection Report; DS-1659, Requisition for Equipment, Supplies, Furniture, Furnishings or Services.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 137

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**A-05-014-06 DS-1593, Statement of Financial Conditions****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 138

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**A-05-014-07 DS-1599, Standard Billing List****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 139

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**A-05-014-08 Journal Vouchers for Subsidiary Ledgers****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 140

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**A-05-014-09 Billings to Customer****Description:** Includes FS-477, Liquidation Transfer Journal Voucher, and related records from posts; SF-1017G, Journal Voucher, and related records from Departmental offices; SF-1080, Voucher for Transfers between Appropriations; SF-1081, Voucher and Schedule for Withdrawals and Credits, and supporting documents from other agencies.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 141

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**A-05-014-10 General Reference and Reports File****Description:** Including SF-225, Report on Obligations; SF-133, Report of Applied Cost and Accrued Expenditures, and SF-220, Statement of Financial Conditions.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 142

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Foreign Currency****A-05-015-01      Limitation Control Reports on Appropriations and Related Records****Description:****Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 144

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**A-05-015-02      Foreign Credit and Currency Utilization Files****Description:** Includes reports, correspondence and posting media.**Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 145

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**A-05-015-03      Foreign Currency Collections and Disbursements Estimates****Description:** Includes reports, correspondence and posting media.**Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 146

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**A-05-015-04      Foreign Building Memorandum Accounts****Description:** Includes reports and posting media.**Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 147

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**A-05-015-05      Foreign Building Operations Appropriation Limitations****Description:** Includes reports and correspondence regarding limitation of foreign currency and U.S. dollars in the appropriation.**Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 148

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**A-05-015-06      Treasury Source Currency Purchase****Description:** Includes reports and posting media.**Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 149

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**A-05-015-07      Requests for Transfer of Funds to Regional Disbursing Office Account, Posting Card and Related Correspondence****Description:****Disposition:** Destroy after 2 years.**DispAuthNo:** NN-170-72, item 150

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**A-05-015-08a      Congressional Committee Travel Abroad****Description:** a. Accounting Transaction documents relating to expenses paid in foreign currency units, FS-488, and supporting documents.**Disposition:** Destroy when 10 years old.**DispAuthNo:** NC1-59-78-14, item 11a

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**A-05-015-08b      Congressional Committee Travel Abroad****Description:** b. Correspondence file of letters, telegrams, and other papers relating to Congressional travel abroad.**Disposition:** Destroy when 3 years old.**DispAuthNo:** NC1-59-78-14, item 1b

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**A-05-015-09      Post Files relating to Foreign Currency Transactions and Exchange Notes****Description:****Disposition:** Destroy after 10 years.**DispAuthNo:** NN-170-72, item 152

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**A-05-015-10      SF-133, Quarterly Report on Budget Status****Description:** Shows obligations of foreign currency by individual countries with related correspondence.**Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 153

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**A-05-015-11      Fulbright Program Payments, Reports, and Posting Media****Description:****Disposition:** Destroy after 3 years.**DispAuthNo:** NN-170-72, item 154

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**A-05-015-12      Reports on U.S. Educational Foundation Payments from PL-480 Funds****Description:****Disposition:**      Destroy after 3 years.**DispAuthNo:**      NN-170-72, item 155

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**A-05-015-13      Reports on Foreign Currency Accounts Receivable, with related material****Description:****Disposition:**      Destroy after 3 years.**DispAuthNo:**      NN-170-72, item 156

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**A-05-015-14      Reports and Posting Media on Field Disbursements in Foreign Currencies****Description:****Disposition:**      Destroy after 10 years.**DispAuthNo:**      NN-170-72, item 157

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Budget and Funds Management****A-05-016-01      Budget Policy and Procedures File**

**Description:** General correspondence and records which document the Department of State budget policies and procedures, and the development, establishment and execution of budget plans, programs and procedures.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-81-4, item 1

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**A-05-016-02      Correspondence Files (not otherwise covered in this schedule)**

**Description:**

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-173-75, item 2

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**A-05-016-03      Work papers, cost statements and rough data accumulated in preparation of annual budget estimates**

**Description:**

**Disposition:** Destroy when 7 years old.

**DispAuthNo:** NN-173-75, item 3

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**A-05-016-04a      Department of State Annual Budget**

**Description:** a. Budget statements (estimates and justifications) and correspondence, memoranda, and supporting data documenting the Department's liaison with the Congress and the Office of Management and Budget on budgetary matters. Includes OMB submission, revisions, Congressional submissions, hearings, etc.

**Disposition:** Destroy in agency when no longer needed.

**DispAuthNo:** NC1-59-81-4, item 2a

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**A-05-016-04b      Department of State Annual Budget**

**Description:** b. Legislative history files consisting of copies of bills, acts of Congress, hearings, and other reference materials.

**Disposition:** Destroy in agency when no longer needed.

**DispAuthNo:** NC1-59-81-4, item 2b

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-016-05a      Budget and Funds Management Directives**

**Description:** Consists of numbered memorandums providing detailed instructions and procedures in connection with the preparation of the Department's budget, its execution, and related Office of Management and Budget directives.

a. Record set.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NC1-59-81-4, item 3a

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**A-05-016-05b      Budget and Funds Management Directives**

**Description:** Consists of numbered memorandums providing detailed instructions and procedures in connection with the preparation of the Department's budget, its execution, and related Office of Management and Budget directives

b. All other copies.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-81-4, item 3b

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**A-05-016-06      Cost Reduction Reports File**

**Description:** Includes feeder reports from all posts and bureaus and consolidated report to the Office of Management and Budget.

**Disposition:** Destroy when 4 years old.

**DispAuthNo:** NN-173-75, item 6

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**A-05-016-07      Central Control File - OMB Issuances**

**Description:** Control files for Office of Management and Budget issuances showing action responsibility with related Funds Management Memorandums.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NC1-59-81-4, item 4

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**A-05-016-08      Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**A-05-016-09      Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**A-05-016-10      American Salaries Budget Working Files - Funds Control****Description:** Includes working papers, ledger sheets, reports and correspondence.**Disposition:** Destroy after 3 fiscal years.**DispAuthNo:** NN-173-75, item 8

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**A-05-016-11      International Travel Budget Working Files - Funds Control****Description:** Includes budget worksheets, financial plans, liquidation analysis and related documents.**Disposition:** Destroy after 3 fiscal years.**DispAuthNo:** NN-173-75, item 9

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**A-05-016-12      Employment Control Files - Funds Control****Description:** Includes Employment Control Data, Register Employment Ceiling Control, and Status Report of Employed Permanent American Ceilings committed.**Disposition:** Destroy when 3 years old.**DispAuthNo:** NN-173-75, item 10

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**A-05-016-13      International Travel Authorization File - Funds Control****Description:** Consists of travel authorizations, travel order and related correspondence pertaining to international travel assignment.**Disposition:** Retire to RSC 2 years after separation of employee and destroy 4 years thereafter.**DispAuthNo:** NN-173-75, item 11

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**A-05-016-14      Travel Control Card - Funds Control****Description:****Disposition:** Destroy when 4 years old.**DispAuthNo:** NN-173-75, item 12

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**A-05-016-15a International Travel Authorization Reports - Funds Control****Description:** a. International Travel Authorization Register - Numerical.**Disposition:** Destroy after 3 months except September 30 report. Destroy September 30 report after 10 years.**DispAuthNo:** NN-173-75, item 13a

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**A-05-016-15b International Travel Authorization Reports - Funds Control****Description:** b. Service Company Master List.**Disposition:** Destroy when 3 years old.**DispAuthNo:** NN-173-75, item 13b

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**A-05-016-15c International Travel Authorization Reports - Funds Control****Description:** c. Centralized Payment of Storage.**Disposition:** Destroy after 1 year except September 30 report. Destroy September 30 report after 10 years.**DispAuthNo:** NN-173-75, item 13c

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**A-05-016-15d International Travel Authorization Reports - Funds Control****Description:** d. International Travel Average Cost per Trip.**Disposition:** Destroy when 5 years old.**DispAuthNo:** NN-173-75, item 13d

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**A-05-016-15e International Travel Authorization Reports - Funds Control****Description:** e. International Travel Authorization - Alpha.**Disposition:** Destroy after 3 months except September 30 report. Destroy September 30 report after 10 years.**DispAuthNo:** NN-173-75, item 13e

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**A-05-016-16 Reserved for future use****Description:****Disposition:****DispAuthNo:**

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-016-17      Reimbursement Agreement Files (Agency Files) - Reimbursements**

**Description:** Consists of reimbursement agreements and estimates for various administrative support services provided by the Department of State for other Federal agencies and related correspondence, reports, and working papers.

**Disposition:** Destroy after 15 fiscal years.

**DispAuthNo:** NN-173-75, item 14

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**A-05-016-18      Reimbursement General Correspondence File - Reimbursements**

**Description:** Consists of correspondence and working papers concerning reimbursement matters affecting bureaus and offices of the Department.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-173-75, item 15

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**A-05-016-19      Reimbursement - Post Files - Reimbursements**

**Description:** Consists of information copies of airgrams from posts concerning administrative support estimates.

**Disposition:** Destroy when 1 year old.

**DispAuthNo:** NN-173-75, item 16

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**A-05-016-20a      Reimbursement Reports Files - Reimbursements**

**Description:** a. Allotment Report.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-175-73, item 17a

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**A-05-016-20b      Reimbursement Reports Files - Reimbursements**

**Description:** b. Status of Reimbursement by Reimbursing Agency (Agency Report).

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NN-175-73, item 17b

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**A-05-016-21      Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-016-22      Apportionment and Reapportionment Schedules (SF-132) - Accounting Control****Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** NN-173-75, item 18

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**A-05-016-23      Allotment and Apportionment Controls - Accounting Control****Description:** Controls for Salaries and Expenses, General Funds, Trust Accounts, and Travel Limitation Control, including Advice of Allotment (DS-150A) work sheets, and related correspondence.**Disposition:** Transfer to WNRC 5 years after close of fiscal year involved. Destroy 15 years after close of fiscal year involved.**DispAuthNo:** NC1-59-79-15

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**A-05-016-24      Non-Expenditure Transfer Authorization and related correspondence - Accounting Control****Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** NN-173-75, item 20

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**A-05-016-25      Consolidated Working Fund Agreements - Accounting Control****Description:** Includes correspondence, working papers, vouchers and receipts.**Disposition:** Destroy after 5 years except basic agreements. Destroy agreements after 10 years.**DispAuthNo:** NN-173-75, item 21

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**A-05-016-26      Report of AID Funds Disbursed - Accounting Control****Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** NN-173-75, item 22

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**A-05-016-27      Operating Allowance Records - Accounting Control****Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** NN-173-75, item 23

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-016-28      Accounting Control Reports Files - Accounting Control**

**Description:** Includes Fund Status Report, Appropriation Allotment Status Report, Budget and Personnel Accounting Report, Financial Management Reports and Report of Budget Status (SF-133).

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-173-75, item 24

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**Fiscal Audit****A-05-017-01a      Financial Internal Audit Reports**

**Description:** a. All finished reports, auditor's working papers, and related papers on compliance or corrective action taken, except those reports resulting in major changes in the Department's accounting system.

**Disposition:** Destroy when 10 years old.

**DispAuthNo:** NN-164-98, item 1a

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**A-05-017-01b      Financial Internal Audit Reports**

**Description:** b. Reports resulting in major changes in the Department's accounting system.

**Disposition:** Retain permanently.

**DispAuthNo:** NN-164-98, item 1b

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**A-05-017-01c      Financial Internal Audit Reports**

**Description:** c. Extra copies of reports.

**Disposition:** Destroy when no longer needed for reference or distribution purposes.

**DispAuthNo:** NN-164-98, item 1c

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**A-05-017-02      Reference File on Governmental Financial Operations**

**Description:** Copies of printed and processed laws, bills, OMB bulletins, Congressional documents and reports, handbooks and manuals of other Government agencies, reports of Congressional hearings on Government operations, reports of commissions on Government organization, annual reports of the Comptroller, General Accounting Office Principles memoranda, Treasury Department publications and other materials.

**Disposition:** Destroy when superseded or obsolete or no longer needed in current operations.

**DispAuthNo:** NN-164-98, item 2

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***Chapter 05: Finance and Management Policy (FMP) Records***

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**Financial Systems**

**A-05-018-01      Financial Systems Development - General Subject File**

**Description:**      Consists of correspondence, reports, studies and other documentation concerning policies and basic procedures for the Department's Accounting and Financial Management Systems.

**Disposition:**      Transfer to WNRC when 3 years old.   Destroy when 10 years old.

**DispAuthNo:**      NC1-59-79-1

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**Chief Financial Officer, Committee Management Officer****A-05-019-01a(1) Committee Charters**

**Description:** Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

a. Master

(1) Recordkeeping copy (paper).

**Disposition:** Permanent. Retire to RSC one year after renewal for transfer to WNRC. Transfer to National Archives when 25-years old.

**DispAuthNo:** N1-59-99-18, item 1a(1)

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**A-05-019-01a(2) Committee Charters**

**Description:** Copies of approved charters reflect the purpose for which the committee was established, its functions and responsibilities as well as tasks to be performed.

a. Master

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-18, item 1a(2)

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**A-05-019-01b(1) Committee Charters**

**Description:** b. Background Information.

Documents reflect proposals to establish or use, reestablish, or renew advisory committee charters.

(1) Recordkeeping copy (paper).

**Disposition:** Permanent. Retire to RSC when one year old for transfer to WNRC. Transfer to National Archives when 25-years old.

**DispAuthNo:** N1-59-99-18, item 1b(1)

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-019-01b(2) Committee Charters**

**Description:** b. Background Information.

Documents reflect proposals to establish or use, reestablish, or renew advisory committee charters.

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180-days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-18, item 1b(2)

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**A-05-019-02 Department of State Committees' Annual Reports**

**Description:** Department of State input for the annual report on Federal advisory committees. Includes statistical and narrative information on budget, activities, performance, and membership.

**Disposition:** Retire to RSC in three year blocks for transfer to WNRC. Destroy when 15-years old.

**DispAuthNo:** N1-59-99-18, item 2

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**A-05-019-03a Committee Management Policy and Guidelines/Procedures**

**Description:** Documents reflect legal mandates and requirements for implementing the Federal Advisory Committee Act (FACA). Included are draft proposed amendments, decisions and opinions, waivers of reporting requirements, conflict of interest guidance for all private sector advisory committee members and related correspondence.

a. Recordkeeping copy (paper).

**Disposition:** Permanent. Retire to RSC when 15-years old for transfer to WNRC. Transfer to National Archives when 25-years old.

**DispAuthNo:** N1-59-99-18, item 3a

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**Chapter 05: Finance and Management Policy (FMP) Records**

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**A-05-019-03b      Committee Management Policy and Guidelines/Procedures**

**Description:** Documents reflect legal mandates and requirements for implementing the Federal Advisory Committee Act (FACA). Included are draft proposed amendments, decisions and opinions, waivers of reporting requirements, conflict of interest guidance for all private sector advisory committee members and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180-days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-18, item 3b

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**A-05-019-04a      Interagency Committee Management Groups**

**Description:** Documents reflect decisions and resolutions to Government-wide Committee Management issues.

a. Recordkeeping copy (paper).

**Disposition:** Retire to RSC when five years old for transfer to WNRC. Destroy when 15-years old.

**DispAuthNo:** N1-59-99-18, item 4a

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**A-05-019-04b      Interagency Committee Management Groups**

**Description:** Documents reflect decisions and resolutions to Government-wide Committee Management issues.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180-days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-18, item 4b

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**A-05-019-05a      Advisory Committee Meeting Files**

**Description:** Consists of meeting agendas, minutes, notes, advisory committee notices, and related correspondence.

a. Recordkeeping copy (paper).

**Disposition:** Permanent. Retire to the RSC when 10-years old for transfer to WNRC. Transfer to National Archives when 25-years old.

**DispAuthNo:** N1-59-99-18, item 5a

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**A-05-019-05b      Advisory Committee Meeting Files**

**Description:** Consists of meeting agendas, minutes, notes, advisory committee notices, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180-days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-18, item 5b

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**A-05-019-06      Tracking and Control Records**

**Description:** Logs used to track the publication of advisory committee notices in the Federal Register.

**Disposition:** Destroy/delete when 10-years old.

**DispAuthNo:** N1-59-99-18, item 6

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